

Technical Services Representative I

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems
Salary Range: \$41,238.00 to \$52,993.44



DUTIES: Is supervised by the Technical Services Representative III and works on the District Court team for the JIS Trial Court Division. Train and support court staff statewide in the use of JIS application software. Assist programming staff with the development of specifications for new software. Coordinate and provide training on specific procedural topics and JIS software issues for staff of the trial courts and other involved agencies. Assist with system demonstrations to courts and parties interested in obtaining the JIS system. Analyze present systems, documents, and procedures on a statewide basis in order to make recommendations for improved operations within the court. Review new and existing reports for programming changes or developments due to legislative changes or requests from users. Analyze and create documentation for programming staff to aide them in program changes, corrections and enhancements of the software. Designs and maintains comprehensive technical user manuals and instructional materials. Assist in the analysis of legislative and administrative changes to statutes, court rules and practices and determine necessary changes to implementation software applications. Assist SCAO offices with technical assistance projects and financial audits of trial courts.

LOCATION: Michigan Hall of Justice, Lansing, MI. Some travel is required.

EDUCATION: Two to three years of trial court experience. Additional experience in training, criminal justice, accounting, or technical writing is desired.

Valid Michigan driver's license required.

E-mail preferred to ruiz-helmicp@courts.mi.gov, or mail cover letter and resume to address listed below. Position will remain open until filled.

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

AN EQUAL OPPORTUNITY EMPLOYER